

**U.S. BANKRUPTCY COURT
WESTERN DISTRICT OF OKLAHOMA**

**Electronic Document Submission System
Administrative Procedures**

I. General Requirements

This Electronic Document Submission System ("EDSS" or "System") is intended for use exclusively by self-represented filers to submit documents for filing in the U.S. Bankruptcy Court for the Western District of Oklahoma ("Court"). Registered and Limited Participants as defined in the Court's "Guidelines for Electronic Case Filing" must electronically file their documents through CM/ECF and not through EDSS.

Self-represented filers using EDSS must comply with applicable laws, including the Bankruptcy Code, Federal Rules of Bankruptcy Procedure, the Local Rules of the Court, and these Administrative Procedures ("Procedures").

A. Electronic Submission

"Electronic submission" means uploading a pleading or document from the self-represented filer's computer using EDSS to submit that pleading or document for filing with the Court.

B. Official Case File

The official file in the Court shall be the electronic file. Pleadings and documents electronically submitted using EDSS and docketed in the CM/ECF system will be accessible only electronically.

C. Participation

The Court reserves the right to restrict any filer's ability to make an Electronic Submission using EDSS when the filer has failed to comply with the Local Rules or these Procedures or the filer has misused EDSS.

II. Using the Electronic Document Submission System

A. Docketing

If a document submitted using EDSS is received, accepted, processed, and placed on the public docket by the Clerk's Office, such document shall be deemed officially filed as of the date and submitted in EDSS. When added to the docket, the date of filing indicated on the docket will match the date that the document was submitted using EDSS.

B. Confirmation of Receipt

The Clerk's Office will send an email confirming the receipt of the uploaded document, and the self-represented filer using EDSS consents to receipt of this information via email.

III. **Electronic Submission and Service of Documents**

A. Document Legibility and Formatting

Documents submitted via EDSS must be legible. Illegible documents will not be accepted for filing.

Documents can only be submitted in a flattened .PDF format. When possible, documents should be electronically created and not scanned in.

B. File/Document Size Limitations

Each document submitted must be clearly titled. EDSS can accept up to five files per submission. Each file cannot exceed 3 MB.

C. Timeliness of Electronic Submission

Submitting a document electronically does not change the filing deadline for that document. The filing must be completed before midnight Central Time to be considered filed on that day.

D. Service

Submitting a document using EDSS does not constitute service of that document. Filers must comply with applicable rules of service (See Fed. R. Bankr. P. 7004, 7005; Fed. R. Civ. P. 4, 5; Local Rule 9007-1).

E. Document Retention Periods

Self-represented filers submitting a document through EDSS must maintain the original signed document for **one year** after all time periods for appeals from any ruling or decision in the bankruptcy case or adversary proceeding(s) have expired. The original must be made available upon request of the Court or a Trustee.

F. Signatures

All pleadings or documents submitted using EDSS must contain the self-represented filer's name and handwritten signature on a signature block containing the filer's full name, address, telephone number, and email address. If a filer uses a post office box to receive mail, the filer must include a physical address, as well as the post office box, on all documents filed with the Court.

G. Fees Payable to the Clerk's Office

Certain filings require the payment of fees, including filing a new case, certain amendments and certain motions. These fees are due at the time the pleading or document is filed and must be paid by a debit card, PayPal or ACH using Pay.gov. If a pleading or document requires a fee, the self-represented filer must immediately pay the fee using Pay.gov. If the fee is not paid by midnight on the day on which the fees are incurred, the Clerk's Office will not docket the pleading or document.

H. Orders and Notices Issued by the Court

The Clerk's Office will electronically file all signed orders and all notices. Except for debtors participating in Debtor Electronic Bankruptcy Noticing (DeBN), notice to debtors generally will be given in paper format.

I. Creditor Matrix

If filing a petition to open a new bankruptcy case, the creditor matrix can be completed and submitted using the Court's creditor matrix tool available at <http://app.oknb.uscourts.gov/okwb/credmatrix/>. If not using the Court's tool, the creditor matrix must comply with the formatting requirements set forth in Local Rule 1007-1(C).

J. Correcting Documents Filed in Error

No changes to a pleading or document can be made once transmission is made and the transaction is accepted by the EDSS. The pleading or document will be docketed. If the self-represented filer wants to make any changes to the pleading or document, the self-represented filer must amend the pleading or document. If the pleading or document was submitted in error and the self-represented filer wishes to withdraw it, the self-represented filer should submit a statement indicating his or her intent to withdraw the document.

K. Privacy Protection for Electronically Submitted Documents

Self-represented filers must redact all personally identifiable information (e.g., an individual's social security number, taxpayer-identification number, birth date, names of minors, and financial-account numbers) from all pleadings or documents electronically submitted using EDSS.